



Key Stage Tutoring Health and Safety Policy:

1. Policy Statement

At Key Stage Tutoring, we are committed to providing a safe and healthy environment for all participants involved in our tutoring services. This policy outlines our approach to health and safety to ensure the well-being and protection of children, tutors, and any other individuals associated with our organization. We are dedicated to complying with relevant health and safety legislation and promoting a culture of safety in all our activities.

2. Responsibilities

2.1 Key Stage Tutoring is responsible for:

- a. Identifying and assessing potential health and safety risks related to our tutoring activities.
- b. Implementing appropriate measures to control and minimise risks, as reasonably practicable.
- c. Regularly reviewing and updating our health and safety procedures to reflect best practices and legal requirements.

2.2 Tutors are responsible for:

- a. Complying with health and safety procedures and guidelines provided by Key Stage tutoring.
- b. Reporting any health and safety concerns or incidents promptly to Key Stage Tutoring.

2.3 Parents/guardians are responsible for:

- a. Informing Key Stage Tutoring of any relevant health and safety information or concerns related to their child.
- b. Ensuring their child's well-being during tutoring sessions by providing a suitable and safe environment for learning.

3. Risk Assessment and Control

3.1 Key Stage Tutoring will conduct regular risk assessments to identify potential hazards and risks associated with tutoring activities.

3.2 Appropriate control measures will be implemented to minimise or eliminate identified risks, including:

- a. Providing guidelines to tutors for maintaining a safe learning environment.
- b. Conducting regular checks to ensure the safety and suitability of online learning platforms and technology used during sessions or the classroom environment.

4. Emergency Preparedness

4.1 Key Stage Tutoring will have appropriate procedures in place to respond effectively to emergencies and incidents, including fire, accidents, or medical emergencies.

4.2 Tutors will be familiar with emergency procedures and be prepared to take appropriate action to protect the safety and well-being of participants.

5. Reporting and Incident Management

5.1 Tutors and Parents are required to report all health and safety incidents, near misses, and hazards to Key Stage Tutoring.

5.2 Key Stage Tutoring will investigate reported incidents, take appropriate corrective actions, and provide necessary support to those affected.

6. Compliance and Responsibility

6.1 All participants, including tutors, parents/guardians, and Key Stage Tutoring, are responsible for complying with this health and safety policy and relevant health and safety legislation.

6.2 Key Stage Tutoring is responsible for overseeing the implementation, review, and continuous improvement of this policy.

Reviewed and updated: 02/10/23

Date of next review: 02/10/2024